WISCAT Union Catalog -- Copy Cataloging
This functionality is available to libraries having a current WISCAT license and
maintain holdings on Union Catalog records

When a matching bibliographic record *is not found* in the Union Catalog to add your holding, use the copy cataloging function to copy a matching record into the Union Catalog from any library catalog (Ztarget) searchable in WISCAT. This feature automatically removes the irrelevant holdings information from the Ztarget record and then adds the record into the WISCAT Union Catalog with your own location information all in a few easy steps. The "clean" record is then immediately available to download in a ready-to-use state for upload into your local catalog.

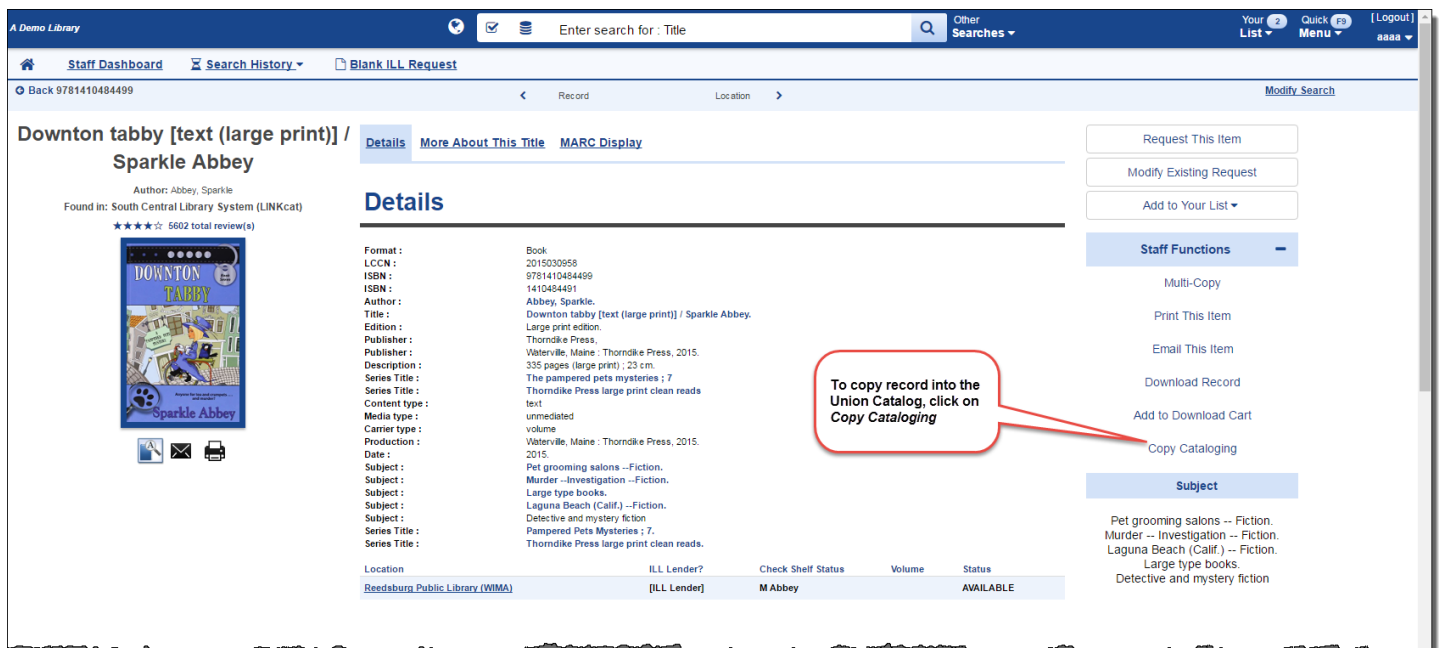Best Practice Guidelines for Copy Cataloging:
➢ *Only* add a record if there is not a matching one already in the Union Catalog
➢ Select a MARC record having an ISBN when possible
➢ Select the record that is most complete
➢ Avoid very brief records or pre-publication or "on order" records

Log into your library's WISCAT as staff
Library: **XXXX**
Username: **XXXX**
Password: [your staff password here]

Search for a record matching the item owned. If you don't find the record needed in the Union Catalog, search through results from other catalogs and select a record to display by clicking on the name of the catalog. If the record is from a Z39.50 library catalog (Ztarget), the "Copy Cataloging" option appears in the full record display in the Staff Function section of the left navigation pane.

• Click on *Copy Cataloging*

- Your library name should display in the screen that displays; click on **Select Library**

- Enter your call number information
- Do not add your library's barcode to a record you are adding to the Union Catalog

- Scroll down that screen and click **ADD**. This saves your location information internally, but it has not yet been saved to the Union Catalog.

- On the screen that displays (see image below), you have the option to add another holding to the same record, click on Add Another Location

- If finished, click *Submit* and then click *Close*.

- Close the Ztarget record. It will take a little over a minute for the record to be incorporated into the database and indexed, so after that time has elapsed, you may either refresh the screen or search for the record. You can add this record to your cart for downloading if desired.

Now that the record is in the Union Catalog, other libraries may add their holdings to it also.

Examples of Records to <u>Avoid</u> Adding to the Union Catalog

Incomplete, too brief record

Pre-publication record

🏠 **Staff Dashboard**   ⏳ **Search History ▾**   📄 **Blank ILL Request**

⊙ Back 978-1338099133

Location ➤

Modify Search

Harry Potter and the Cursed Child : The Official Script Book of the Original West End Production / based on an original story by J.K. Rowling, Jack Thorne, and John Tiffany

Author: Rowling, J. K

Found in: Northern Waters Library Serv (Merlin)

★★★★☆ 5602 total review(s)

📖 ✉ 🖨

Details   **More About This Title**   **MARC Display**

Details

Format :	Book
ISBN :	9781338099133
Author :	Rowling, J. K.
Title :	Harry Potter and the Cursed Child : The Official Script Book of the Original West End Production / based on an original story by J.K. Rowling, Jack Thorne, and John Tiffany.
Edition :	Script.
Edition :	Special rehearsal edition.
Edition :	Script.
Edition :	Special rehearsal edition.
Publisher :	Scholastic,
Publisher :	[Place of publication not identified] : Scholastic, 2016.
Description :	pages ; cm.
Notes :	Harry Potter and the Cursed Child is the eighth Harry Potter story, and the first to officially be presented on stage. It will receive its world premiere in Londons West End on 30th July 2016.
Notes :	It was always difficult being Harry Potter and it isnt much easier now that he is an overworked employee of the Ministry of Magic, a husband, and father of three school-age children. While Harry grapples with a past that refuses to stay where it belongs, his youngest son Albus must struggle with the weight of a family legacy he never wanted. As past and present fuse ominously, both father and son learn the uncomfortable truth: sometimes darkness comes from unexpected places.
Content type :	text
Media type :	unmediated
Carrier type :	volume
Production :	[Place of publication not identified] : Scholastic, 2016.
Date :	2016.

No pages, size, or other descriptive info is a tip this is a pre-publication record

Location	ILL Lender?	Check Shelf Status	Status
Washburn Public Library (05AY)	**[ILL Lender]**	**ON ORDER**	**Not available - On order**

Request This Item

Modify Existing Request

Add to Your List ▾

Staff Functions   —

Multi-Copy

Print This Item

Email This Item

Download Record

Add to Download Cart

Copy Cataloging